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To: Real Estate Department Partners

Notice: **RED-11-28**

From: Real Estate Department- Compliance and Asset Management

Date: December 5, 2011

Re: **2011 Owner Certification Forms Available**

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The forms necessary to complete the 2011 Annual Owner Certification of Compliance are now [available online](#). The hardcopy forms, applicable annual monitoring fees, and online tenant data submission are all due by January 31, 2012.

The 2011 packet includes a brand new form entitled "Exhibit D: Asset Management." This form is mandatory for all projects.

The "Authorized Signatory Form" is not mandatory for all 2011 submissions. This form is only necessary for first time submissions or if there has been a change in signatories from those reported on the 2010 form. Last year this form was mandatory for all projects.

Questions about the Owner Certification process and forms can be directed to:

Anika Davis- Compliance Auditor  
Jeff Ivory- Senior Compliance Auditor  
George McMannis- Compliance Auditor  
Matt Rayburn- Compliance and Asset Manager  
Mike Recker- Senior Compliance Auditor  
Devyn Smith- Compliance Auditor

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